

*COMMONWEALTH OF VIRGINIA*

**Department of Education  
Pupil Transportation Services  
(804) 225-2037  
P.O. Box 2120  
Richmond, VA 23218-2120**

Dear Transportation Directors:

We are pleased to announce an additional session of the 2008 Train the Trainer and Re-Certification classes for school bus driver trainers. This program is sponsored by the Virginia Department of Education's Pupil Transportation Services.

**When, where and how long are the classes?**

*The Train the Trainer class and Recertification class will be consolidated into one class with those receiving a new certification attending an additional day.*

Train the Trainer will be December 1st, 2nd, 3rd and 4th

Recertification will be December 1st, 2nd and 3rd

Location: 11375 N. Lakeridge Parkway Ashland, VA 23005

Please note: these classes will begin promptly at 12 p.m. and conclude by approximately 5:00 p.m. In consideration of other participants, and to ensure that you do not miss important information, please plan to arrive before 12 p.m.

**Do I need to bring anything to the class?**

We suggest that you bring a 3 inch 3-ring binder to hold the Training Guide you will receive. You will also need to bring your school division supplied identification card along with your driver's license.

**How do I register for the classes?**

Acceptance will be based on a first come, first serve basis. A division will only be allotted a two person maximum for this class. This class will have a 30 person limit.

There is a \$25 registration fee for each individual who will be attending the "Train the Trainer" class. A check made payable to "Treasurer of Virginia" should be sent to the Pupil Transportation Services, Department of Education, P.O. Box 2120, Richmond, VA 23218. There is no registration fee for re-certification classes.

Questions or comments contact:

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